

## **BUDGET AND CONTROL BOARD POLICY FOR OBTAINING ENVIRONMENTAL STUDIES FOR LAND ACQUISITIONS**

### **Policy Statement**

Prior to submission to the Budget and Control Board for approval of any land acquisition, the acquiring agency shall obtain a study on the subject property for existing environmental conditions.

### **Guidelines for Obtaining Environmental Studies**

All Environmental Studies shall be obtained under the following guidelines:

1. The Office of State Engineer shall approve one or more firms to provide these services for a period of one to three years, at which time the approval process will be repeated.
2. Environmental firms performing such studies must maintain or have access to a South Carolina Department of Health and Environmental Control (SCDHEC) certified analytical lab and must have a contaminate/biological sampling plan which meets SCDHEC approval.
3. The study shall be conducted by a professional environmental engineer, professional geologist, degreed biologist or ecologist, or other degreed specialist in the environmental field.
4. The costs of acquiring all studies shall be the responsibility of the agency proposing to acquire the property.
5. The complete report shall be furnished by the agency to the Office of General Services which will provide the results of the study to the Budget and Control Board for its consideration in the decision making process.

### **Criteria for Environmental Studies**

All Environmental Studies obtained under this policy shall conform to the guidelines designated in ASTM E1527-93 for the Phase I Environmental Site Assessment Process, with the following additions:

1. Ownership history for the last 40 years;
2. Identification of suspected wetlands areas, including specific location(s); and
3. Suspected presence of lead-based paint and/or lead in drinking water.

Upon completion of the Phase I study, a report will be submitted in the form of Appendix X2 of ASTM E1527-93. (See attached Required Table of Contents and Report Format.)

The report submitted at the completion of Phase I shall either provide reasonable assurance to the acquiring agency that the site appears to be free from significant levels of contamination or provide specific recommendations for detailed field investigations to be carried out in Phase II. The locations recommended for investigation shall be in areas considered likely to have the highest potential for contamination.

The report shall also include an estimated cost to perform the recommended Phase II study.

In the event the Phase I study indicates that unfavorable environmental conditions may be present, the Office of General Services may require the agency to obtain the recommended Phase II study.

The Office of General Services' recommendation to the Budget and Control Board to either approve or deny the acquisition request will be based in part on the results of the studies obtained under this policy.

**REQUIRED TABLE OF CONTENTS AND REPORT FORMAT  
FOR ENVIRONMENTAL STUDIES FOR LAND ACQUISITIONS**

- A. Summary
- B. Introduction
  - 1. Purpose
  - 2. Special Terms and Conditions
  - 3. Limitations and Exceptions of Assessment
  - 4. Limiting Conditions and Methodology Used
- C. Site Description
  - 1. Location and Legal Description
  - 2. Site and Vicinity Characteristics
  - 3. Descriptions of Structures, Roads, Other Improvements on the Site (including heating/cooling system, sewage disposal, source of potable water)
  - 4. Information (if any) Reported by User Regarding Environmental Liens or Specialized Knowledge of Experiences (pursuant to Section 5.)
  - 5. Current Uses of the Property
  - 6. Past Uses of the Property (to the extent identified)
  - 7. Current and Past Uses of Adjoining Properties (to the extent identified)
  - 8. Site Rendering, Map, or Site Plan
- D. Records Review
  - 1. Physical Setting Source(s)
  - 2. Historical Use Information
  - 3. Additional Record Sources (if any)
- E. Information from Site Reconnaissance and Interviews
  - 1. Hazardous Substances in Connection with Identified Uses (including storage, handling, disposal)
  - 2. Hazardous Substance Containers and Unidentified Substance Containers (including storage, handling, disposal)
  - 3. Storage Tanks (including contents and assessment of leakage or potential for leakage)
  - 4. Indications of PCBs (including how contained and assessment of leakage or potential for leakage)
  - 5. Indications of Solid Waste Disposal
  - 6. Physical Settings Analysis, if migrating Hazardous Substances are an issue
  - 7. Any Other Conditions of Concern
  - 8. Site Plan (if available)
- F. Findings and Conclusions
- G. Signatures of Environmental Professionals
- H. Qualifications of Environmental Professionals Participating in Phase I Environmental Site Assessment
- I. Optional Appendices (for example):
  - 1. Other Maps, Figures, and Photographs
  - 2. Ownership/Historical Documentation
  - 3. Interview Documentation
  - 4. Contract between User and Environmental Professional

**Each item in the above Table of Contents shall be addressed on each report. If the item is not applicable, or no information is available for the report, include the section title and then write "Not Applicable" or "No Information Available" below the title. Reports that do not address each item shall be returned as incomplete.**

## ENVIRONMENTAL REPORT CHECKLIST

Name of Agency

Project Number

Project Description

Agency Contact Person

Property Location

County

Name of Consulting Firm/Consultant

YES NO

Does this report:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Substantially conforms to the recommended table of contents and report format of ASTM 1527-93? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Contain a transmittal letter or a signature page from the consultant?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Provide ownership history for the last 40 years?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Identify suspected wetlands as to location?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Provide reasonable assurance that site is free from significant contamination?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Identify suspected presence of lead-based paint and/or lead in drinking water?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Recommend a Phase II study?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Provide specific recommendations for detailed Phase II field investigations?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Provide cost estimate for recommended Phase II study?  |

Comments

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Report accepted?

Yes

No

Signature of Reviewer

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Date

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